



HOUSING AND REDEVELOPMENT AUTHORITY AGENDA

Tuesday, January 17, 2012

6:50 p.m.

Coon Rapids City Center

Council Chambers

Call to Order

Roll Call

Approval of Minutes of Previous Meeting

January 3, 2012

New Business

1. Approve Agreement for Professional Services with Legacy Homes Incorporated for 11635 Xavis Street NW (Home for Generations)

Other Business

Adjourn



HRA Regular

Meeting Date: 01/17/2012

SUBJECT: Approval of Mnutes from Previous Meeting

Information

Attachments

1-3-12 Minutes

UNAPPROVED

HOUSING AND REDEVELOPMENT AUTHORITY MEETING OF JANUARY 3, 2012

A meeting of the Coon Rapids Housing and Redevelopment Authority was called to order by Chair Howe at 8:10 p.m. on January 3, 2012, in the Council Chambers.

Members Present: Chair Tim Howe, Commissioners Denise Klint, Melissa Larson, Paul Johnson, Jerry Koch, Bruce Sanders, and Scott Schulte

Members Absent: None

CALL TO ORDER

Chair Howe called the meeting to order at 8:10 p.m.

ROLL CALL

All members were present.

APPROVAL OF MINUTES OF DECEMBER 20, 2011

MOTION BY COMMISSIONER SCHULTE, SECONDED BY COMMISSIONER JOHNSON, TO APPROVE THE MINUTES OF THE DECEMBER 20, 2011, HRA MEETING. THE MOTION PASSED 6-0-1, COMMISSIONER LARSON ABSTAINED.

1. CONS. SELECTION OF OFFICERS FOR 2012

City Manager Matt Fulton presented a memo to the HRA requesting they select officers for 2012.

MOTION BY COMMISSIONER LARSON, SECONDED BY COMMISSIONER KLINT, TO APPOINT THE FOLLOWING OFFICERS FOR 2012:

CHAIR:	TIM HOWE
VICE CHAIR:	SCOTT SCHULTE
SECRETARY:	BRUCE SANDERS
ASST. SECRETARY:	MELISSA LARSON

THE MOTION PASSED UNANIMOUSLY.

OTHER BUSINESS

There was no other business to come before the HRA.

6. ADJOURN

MOTION BY COMMISSIONER SANDERS, SECONDED BY COMMISSIONER SIDOTI, TO ADJOURN THE JANUARY 3, 2012, MEETING AT 8:13 P.M. THE MOTION PASSED UNANIMOUSLY.

Respectfully submitted,
Cathy Sorensen, City Clerk



HRA Regular

1.

Meeting Date: 01/17/2012

Subject: Contractor Approval - Home for Generations - 11635 Xavis Street NW

From: Kristin DeGrande, Neighborhood
Coordinator

Information

INTRODUCTION

The HRA is asked to consider Staff's recommendation to hire Legacy Homes Incorporated to remodel the next *Home for Generations* house at 11635 Xavis Street NW.

DISCUSSION

Request for Proposals (RFPs) were sent to approximately 180 local contractors early in November 2011. The RFP was also posted on the City's website and ads were placed in the Anoka County Shopper and in the Herald. Attendance at one of three contractor open houses was required before a proposal could be submitted for consideration. Eight proposals were submitted by the December 5th deadline.

Contractors were asked to develop a proposal that places a high priority on curb appeal and creating a highly functional floor plan, all while paying careful attention to budget. The finished home was to have three bedrooms and two bathrooms and not exceed an estimated budget of \$40,000. Creative remodeling ideas and methods to get those projects done affordably were encouraged. Several staff reviewed and ranked the proposals. Categories for scoring included the proposed plan ideas and budget for the exterior, kitchen/living room, bedroom/bathrooms, basement, overall value and past performance in Building Inspections. The four contractors who submitted proposals with the highest scores were interviewed. Ultimately the proposal submitted by Legacy Homes Incorporated was selected based on their plan and qualifications.

Legacy Homes Incorporated has strong roots in Coon Rapids having built many homes in the Wexford development and has extensive experience remodeling homes in the area since 1988. They demonstrated attention to detail, thorough understanding of the program's goals, and professionalism. Their proposal demonstrated innovative remodeling ideas that will appeal to the typical Coon Rapids homeowner, improve the functionality of the home's layout, provide value, and offered a unique scope of work that does not resemble any of the past *Home for Generations* projects. Based upon the content of Legacy's proposal, this year's focus will be to demonstrate a house full of many smaller projects that homeowners could work on over time as funds become available to them, rather than projects that are perceived as too large and cost prohibitive to the average homeowner.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the Housing & Neighborhoods section of the 2030 Strategic Vision in the following way:

The Home for Generations program supports the Housing and Neighborhoods sections of the city's strategic vision by demonstrating reinvestment concepts and ensuring that neighborhoods are stable, safe and connected with predominantly owner-occupied and well maintained life cycle housing options.

RECOMMENDATION

Staff recommends the HRA approve the Agreement for Professional Services for 11635 Xavis Street NW with Legacy Homes Incorporated.

Attachments

Legacy Homes Contract Agreement

Legacy's Proposal

Main Floor Plan

First Floor Plan

Lower Level Plan

Agreement for Professional Services Home for Generations Project

This Agreement is made on the 17th day of January, 2012, between the Housing and Redevelopment Authority in and for the City of Coon Rapids, Minnesota (hereinafter "City"), whose business address is 11155 Robinson Drive, Coon Rapids, MN 55433, and Legacy Homes Incorporated, a Minnesota Corporation (hereinafter "Consultant") whose business address is 1418 138th Avenue NW, Andover, MN 55304.

Preliminary Statement

The purpose of this Agreement is to set forth the terms and conditions for the provision of professional services by Consultant for the Coon Rapids Homes for Generations Project. The Consultant will be providing assistance in determining the scope of interior and exterior remodeling work within the selected home, and developing a project budget for the home. The Consultant will then complete the rehabilitation and remodeling work, which may include both interior and exterior work to the structure and grounds. These services are hereinafter referred to as the "Work".

The City and Consultant agree as follows:

1. ***Scope of Work/Proposal.*** The Consultant agrees to provide the professional services shown in Exhibit "A" (the Consultant's proposal and agreed upon scope of improvements and project budget) in connection with the Work. The agreed upon scope of work and project budget shall be finalized by February 20, 2012. The terms of this agreement shall take precedence over any provisions of the Consultant's proposal and/or general conditions that conflict with this agreement.
2. ***Term.*** The term of this Agreement shall begin the date this agreement is executed by both the City and the Consultant and until December 31, 2012 or until all Work is completed and the City accepts the work. The end date of this agreement may be further refined by the project schedule of the work as approved by the City in writing. This Agreement may be extended upon the written mutual consent of the parties for such additional period as deemed appropriate, and upon the terms and conditions as herein stated.
3. ***Compensation for Services.*** City agrees to pay the Consultant based on a home remodel project budget basis. It is expressly understood that the project will contain professional consultation and design work as an integral part of the physical remodel project. At the beginning of the home remodel project in the Home for Generations Project, Consultant will work with City Staff and other consultants hired by the City to establish the scope of the remodeling project and a budget for the project. The project budget will be reduced to writing prior to the performance of any design or remodel work or ordering of supplies. The written budget for the Work will become a part of this agreement as Exhibit "B".
 - A. Any changes in the scope of the work which may result in an increase to the budget and compensation due the Consultant shall require prior written approval by an authorized

representative of the City or by the City Council. The City will not pay additional compensation for services that do not have prior written authorization.

- B. Subcontractors may be utilized by the Consultant when required by the complex or specialized nature of the Project and when authorized in writing by the City.

4. ***City Information.*** The City agrees to provide the Consultant with the complete information concerning the Scope of the Work and to perform the following services:

- A. Access to the Homes. Depending on the nature of the Work, Consultant may from time to time require access to the homes identified for the Project. As may be necessary, the City shall provide access to and make all provisions for the Consultant to enter the homes as required for the Consultant to perform such services necessary to complete the Work.
- B. Consideration of the Consultant's Work. The City shall give thorough consideration to all reports, sketches, estimates, drawings, and other documents presented by the Consultant, and shall inform the Consultant of all decisions required of City within a reasonable time so as not to delay the work of the Consultant.
- C. Standards. The City shall furnish the Consultant with a copy of any standard or criteria, including but not limited to, design and construction standards that may be required in the preparation of the Work for the Project.
- D. Owner's Representative. Darrell Olson shall be appointed to act as the City's representative with respect to the work to be performed under this Agreement. He or she shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the services provided or materials, equipment, elements and systems pertinent to the work covered by this Agreement.

5. ***Method of Payment.*** The Consultant shall submit to the City, on a monthly basis, an itemized invoice for services performed under this Agreement. Invoices submitted shall be paid in the same manner as other claims made to the City for:

- A. Progress Payment. After the City has issued a work order, the City will pay Consultant 90 percent of the invoices submitted to the City in accordance with the provisions of this paragraph 5. The amount retained by the City shall be paid by the City upon project completion and acceptance of the project by the City, and upon the issuance of a certificate of occupancy by the City of Coon Rapids. Each invoice shall contain the City's project number and a progress summary showing the original (or amended) amount of the budget under this agreement, current billing, past payments and unexpended balance of the budget. The summary shall also include a summary description of the work performed on the project and the work that has not been completed.

- B. **Suspended Work.** If any work performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to receipt of written notice from the City of such suspension, all as shown on Exhibit A.
 - C. **Payments for Subcontractors.** The Consultant shall be reimbursed for the work of subcontractors, as described in this paragraph 5. The Consultant shall require subcontractors to submit the same billing information required of the Contractor in paragraph A of this paragraph and shall provide a copy to the City.
 - D. **Claims.** To receive any payment on this Agreement, the invoice or bill must include a lien waiver and a sworn construction statement with the following signed and dated statement: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."
6. ***Project Manager and Staffing.*** The Consultant has designated Darrell Olson to serve on the Project. Mr. Olson shall be assisted by other staff members of Consultant as necessary to facilitate the completion of the Work in accordance with the terms established herein.
 7. ***Standard of Care.*** All Work performed pursuant to this Agreement shall be in accordance with the standard of care in Anoka County, Minnesota for professional services of the like kind.
 8. ***Audit Disclosure.*** Any reports, information, data, etc. given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential, shall not be made available to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Contract. The Consultant shall at all times abide by Minn. Stat. 13.01 et seq., the Minnesota Government Data Practices Act, to the extent the Act is applicable to data and documents in the possession of the Consultant. The Consultant shall immediately inform the City if the Consultant receives a request for information under the Data Practices Act. The City will cooperate with the Consultant in responding to the request for information.
 9. ***Termination.*** This Agreement may be terminated by either party by thirty (30) days written notice delivered to the other party at the address written above. Upon termination under this provision, if there is no fault of the Consultant, the Consultant shall be paid for services rendered and reimbursable expenses until the effective date of termination. If however, the City terminates the Agreement because the Consultant has failed to perform in accordance with this Agreement, no further payment shall be made to the Consultant, and the City may retain another consultant to undertake or complete the work identified in Paragraph 1.
 10. ***Subcontractor.*** The Consultant shall not enter into subcontracts for services provided under this Agreement except as noted in the Scope of Work and Project budget, without the express written consent of the City. The Consultant shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Consultant's receipt of payment by the City for undisputed services provided by the subcontractor. If the Consultant fails within that time to pay

the subcontractor any undisputed amount for which the Consultant has received payment by the City, the Consultant shall pay interest to the subcontractor on the unpaid amount at the rate of 1.5 percent per month or any part of a month. The Consultant shall indemnify and defend the City from any and all claims made by the Subcontractor for work performed for Contractor, including but not limited to, claims made that result in any mechanics' lien on the property.

11. ***Independent Consultant.*** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. ***Non-Discrimination.*** During the performance of this Agreement, the Consultant shall not discriminate against any employee or applicants for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.
13. ***Assignment.*** Neither party shall assign this Agreement, nor any interest arising herein, without the written consent of the other party.
14. ***Services Not Provided For.*** No claim for services furnished by the Consultant not specifically provided for herein shall be honored by the City.
15. ***Severability.*** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
16. ***Entire Agreement.*** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.
17. ***Compliance with Laws and Regulations.*** In providing services hereunder, the Consultant shall abide by statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation of statutes, ordinances, rules and regulations pertaining to the services to be provided shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
18. ***Waiver.*** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

19. **Indemnification.** Consultant agrees to defend, indemnify and hold the City, its officers, and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorney's fees, resulting directly or indirectly from a negligent act or omission (including without limitation professional errors or omissions) of the Consultant, its agents, employees, or subcontractors in the performance of the services provided by this Agreement and against all losses by reason of the failure of said Consultant fully to perform, in any respect, all obligations under this Agreement.

20. **Insurance.**

A. General Liability. Prior to starting the Work, Consultant shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by Consultant or by any subcontractor or by anyone employed by any of them or by anyone for whose acts any of them may be liable. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Paragraph, or required by law. The policy(ies) shall name the City as an additional insured for the services provided under this Agreement and shall provide that the Consultant's coverage shall be primary and noncontributory in the event of a loss.

B. Consultant shall procure and maintain the following minimum insurance coverages and limits of liability on this Project:

Worker's Compensation	Statutory Limits
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Employer's Liability	\$500,000 each accident \$500,000 disease policy limit \$500,000 disease each employee
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Comprehensive Liability	\$1,000,000 property damage per occurrence \$2,000,000 general aggregate \$2,000,000 Products – Completed Operations Aggregate \$100,000 fire legal liability each occurrence \$5,000 medical expense
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Comprehensive Automobile Liability	\$1,000,000 combined single limit (shall include coverage for all owned, hired and non-owned vehicles.
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Umbrella or Excess Liability	\$2,000,000
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C. The Comprehensive General/Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG 0001, and shall include the following:

a. Premises and Operations coverage with no explosions, collapse, or underground

damage exclusion (XCU).

- b. Products and Completed Operations Property Damage coverage. Consultant agrees to maintain this coverage for a minimum of two (2) years following completion of its work.
 - c. Personal injury with Employment Exclusion (if any) deleted.
 - d. Broad Form CG0001 0196 Contractual Liability coverage, or its equivalent.
 - e. Broad Form Property Damage coverage, including completed operations, or its equivalent.
 - f. Additional Insured Endorsement(s), naming the “City of Coon Rapids” as an Additional Insured, on ISO form CG 20 10 11 85, or CG 20 10 10 01 and CG 20 37 10 01, or an endorsement(s) providing equivalent coverage to the Additional Insureds. ISO form CG 20 10 07 04, and later versions of said form, are not acceptable.
 - g. If the Work to be performed is on an attached community, there shall be no exclusion for attached or condominium projects.
 - h. “Stop gap” coverage for work in those states where Workers’ Compensation insurance is provided through a state fund if Employer’s liability coverage is not available.
 - i. Severability of Insureds provision.
- D. Consultant shall maintain in effect all insurance coverages required under this Paragraph at Consultant’s sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless specifically accepted by City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Paragraph:
- a. All policies, except the Professional Liability Insurance policy, shall be written on an “occurrence” form (“claims made” and “modified occurrence” forms are not acceptable);
 - b. All policies, except the Professional Liability Insurance policy, shall be apply on a “per project” basis;
 - c. All policies, except the Professional Liability Insurance and Worker’s Compensation Policies, shall contain a waiver of subrogation naming “the City of Coon Rapids”;

- d. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall name "the City of Coon Rapids" as an additional insured;
- e. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall insure the defense and indemnity obligations assumed by Consultant under this Agreement; and
- f. All policies shall contain a provision that coverages afforded there under shall not be canceled or non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the City.

A copy of the Consultant's insurance declaration page, Rider and/or Endorsement, as applicable, which evidences the compliance with this Paragraph 20, must be filed with City prior to the start of Consultant's Work. Such documents evidencing Insurance shall be in a form acceptable to City and shall provide satisfactory evidence that Consultant has complied with all insurance requirements. Renewal certificates shall be provided to City prior to the expiration date of any of the required policies. City will not be obligated, however, to review such declaration page, Rider, Endorsement or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents and receipt thereof shall not relieve Consultant from, nor be deemed a waiver of, City's right to enforce the terms of Consultant's obligations hereunder. City reserves the right to examine any policy provided for under this paragraph.

- E. **Effect of Consultant's Failure to Provide Insurance.** If Consultant fails to provide the specified insurance, then Consultant will defend, indemnify and hold harmless the City, the City's officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Except to the extent prohibited by law, this indemnity applies regardless of any strict liability or negligence attributable to the City (including sole negligence) and regardless of the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of Consultant, its subcontractors, agents, employees or delegates. Consultant agrees that this indemnity shall be construed and applied in favor of indemnification. Consultant also agrees that if applicable law limits or precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

If a claim arises within the scope of the stated indemnity, the City may require Consultant to:

- a. Furnish and pay for a surety bond, satisfactory to the City, guaranteeing performance of the indemnity obligation; or

- b. Furnish a written acceptance of tender of defense and indemnity from Consultant's insurance company.

Consultant will take the action required by the City within fifteen (15) days of receiving notice from the City.

- 21. ***Ownership of Documents.*** All plans, diagrams, analyses, reports and information generated in connection with the performance of the Agreement (“Information”) shall become the property of the City, but Consultant may retain copies of such documents as records of the services provided. The City may use the Information for its purposes and the Consultant also may use the Information for its purposes. Use of the Information for the purposes of the project contemplated by this Agreement (“Project”) does not relieve any liability on the part of the Consultant, but any use of the Information by the City or the Consultant beyond the scope of the Project is without liability to the other, and the party using the Information agrees to defend and indemnify the other from any claims or liability resulting therefrom.
- 22. ***Dispute Resolution/Mediation.*** Each dispute, claim or controversy arising from or related to this Service Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating arbitration or legal or equitable actions by either party. Mediation shall be held in the City of Coon Rapids unless another location is mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a Mediated Settlement Agreement, which Agreement shall be enforceable as a settlement in any court having jurisdiction thereof.
- 23. ***Governing Law.*** This Agreement shall be controlled by the laws of the State of Minnesota and venued in Anoka County.
- 24. ***Conflicts.*** No salaried officer or employee of the City and no member of the City Council shall have a financial interest, direct or indirect, in this Contract. The violation of this provision renders the Contract void. Any federal regulations and applicable state statutes shall not be violated.
- 25. ***Counterparts.*** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

Executed as of the day and year first written above.

**THE HOUSING AND REDEVELOPMENT
AUTHORITY IN AND FOR
THE CITY OF COON RAPIDS**

By: _____
Tim Howe, Chair

By: _____
Bruce Sanders, Secretary

APPROVED AS TO FORM:

Stoney Hiljus, City Attorney

LEGACY HOMES INCORPORATED

By: _____

Its: _____

By signing above, the official of the Contractor
certifies that he/she is duly authorized to bind
the Contractor to the terms of this agreement.

Home for Generations Selection Committee,

Attached you'll find my proposal and drawings for remodeling 11635 Xavis Street NW, Coon Rapids. I have strong roots in Coon Rapids and couldn't be more excited about the possibility of helping revitalize interest in this style of home. I believe you'll find the changes I've proposed will help build renewed excitement in the community for updating these homes.

As a builder/remodeler I think I have the important skills you are looking for on this project. My strengths include excellent listening skills coupled with creative vision. I have very strong interpersonal skills and work well with all types of customers. I am a strong project manager, good at maintaining solid working relationships with subcontractors, building inspectors, and other officials. I pride myself on bringing projects to completion on time and within budget.

I have been in the building and remodeling business since I started in the trades in 1988 as a paint and trim subcontractor. I started Legacy Homes in 1997, building an average of 15-20 homes per year until the decline in new home construction. One of my most successful projects was building a large portion of the homes in the Wexford development in Coon Rapids. I have won two People's Choice Awards and a Reggie Award for homes I designed and built.

The following references can attest to my professional and personal integrity, strong work ethic, and commitment to quality:

- Business colleague - Rick Bandimere, Managing Partner, Keller Williams Classic Realty, 763-746-4944
- Business colleague - Gail Holt, First American Title, 763-786-9695
- Building customer - Scott Schwarz, 763-898-6985
- Personal friend - Randy Backous, 763-228-0552

I look forward to hearing your decision on the selection of a remodeler for this project.

Regards,



Darrell Olson, Legacy Homes

Proposal to Remodel 11635 Xavis Street NW, Coon Rapids

The purpose of this project is to remodel a standard 1960's rambler to contemporary standards, demonstrating to homeowners how various cost effective projects can improve on historical complaints of these homes.

Given today's challenging economy, my proposal consists of several smaller projects that a homeowner could potentially work on over time as funds become available, rather than larger projects that could potentially be cost prohibitive due to constrained availability of lending and discretionary funds.

The goals at this property, as I view it, are to address the following issues:

- Improve the overall curb appeal
- Create a more open floor plan
- Increase the amount of storage throughout
- Make the main living room more functional and inviting
- Update the kitchen and add a walk-in pantry
- Move the laundry room to the main floor to make it more accessible
- Increase the size of the master bedroom
- Create a proper bedroom downstairs
- Make both bathrooms more functional
- Create a multi-functional space downstairs to accommodate a variety of activities, with separate family room, game area, and home office/study area

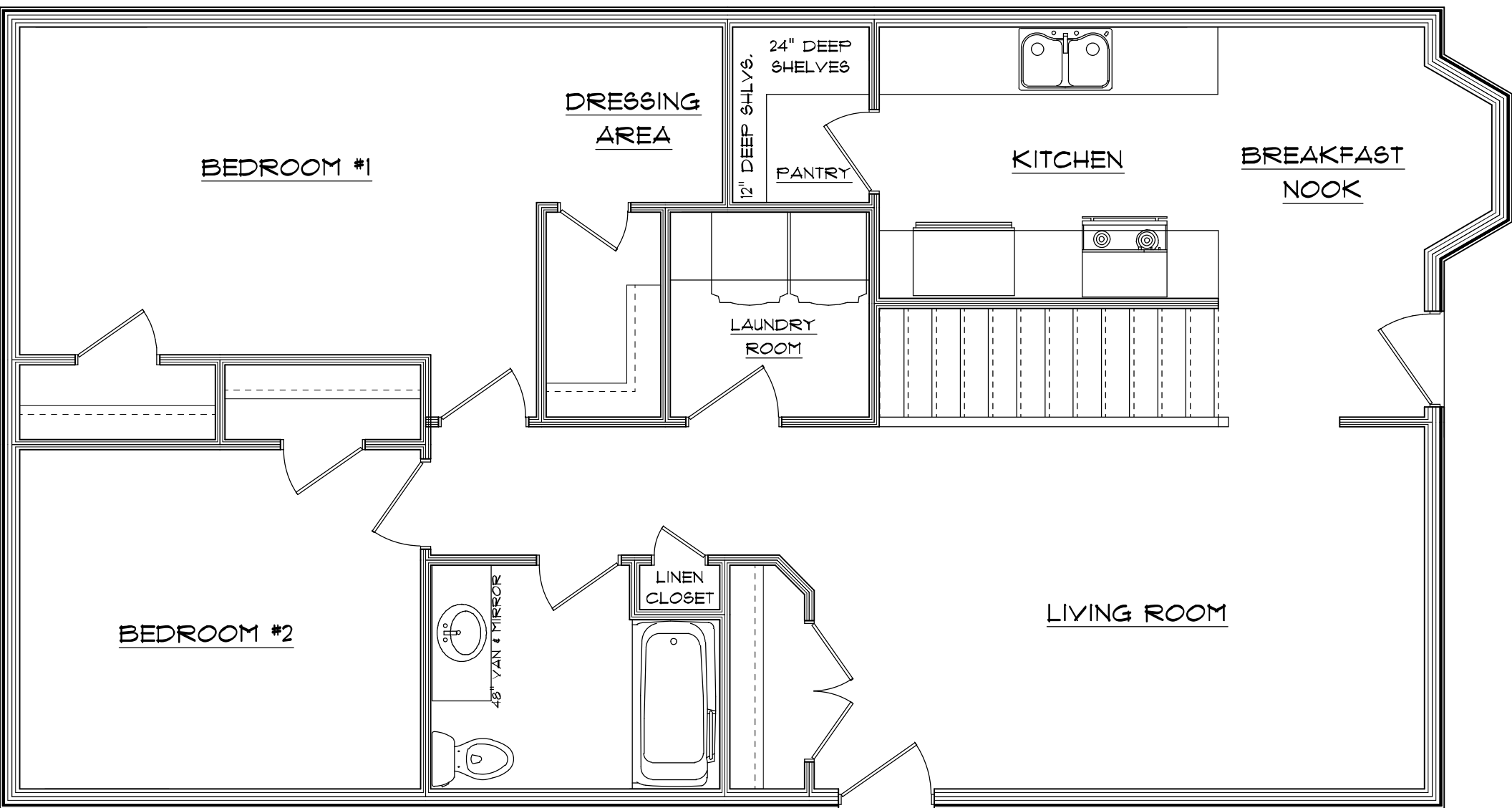
I propose the following changes to the home to meet these goals:

- Improve the overall curb appeal
 - Move front door near to the center of the house and add a gable end
 - Add sidewalk and steps
 - Remove broken tree in front yard and unsightly tree along garage
 - Remove landscape timbers, add border and shrubs as needed
 - Paint siding, windows, and doors
 - Install new lights
- Create a more open floor plan
 - Open stairwell wall, add oak rails
- Make the main living room a more functional space
 - Remove existing 4 foot entryway closet and create an 8 foot entryway closet at the bathroom end of living room
 - Create a large wall space at driveway end of living room to accommodate an entertainment center

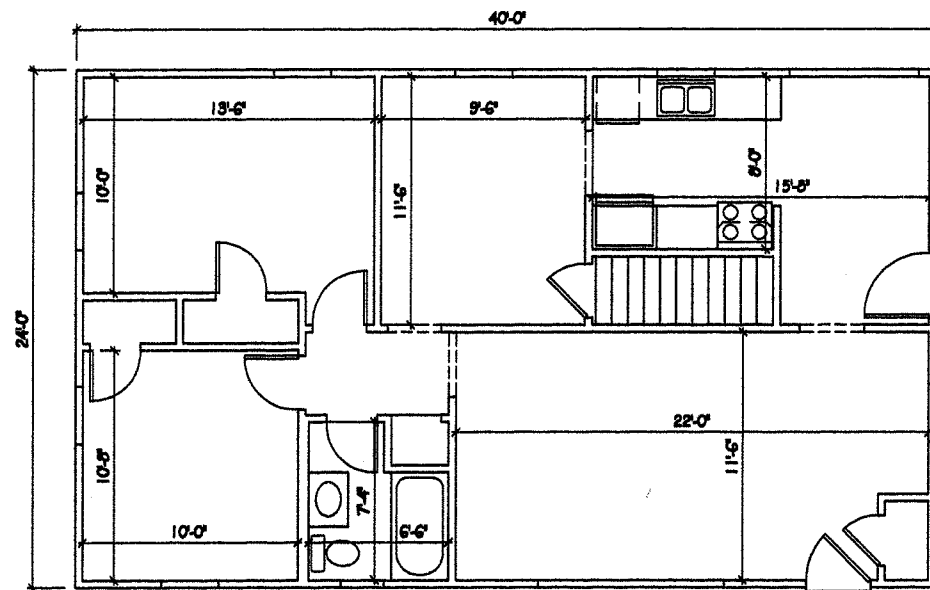
- Update the kitchen and add a walk-in pantry
 - Refinish kitchen cabinets, replace counters and hardware
 - Section off part of the third bedroom on the main floor to create a pantry with up to 28 linear feet of shelf space and storage for infrequently used appliances
- Move the laundry room to the main floor to make it more accessible
 - Section off part of the third bedroom on the main floor to create a main floor laundry room
- Increase the size of the master bedroom
 - Section off part of the third bedroom on the main floor to create two walk-in closets with over 20 linear feet of rod space, as compared to 5 linear feet in the existing closet
 - Remove existing closet to create space for dresser or recliner
 - Fir down master bedroom ceiling to create a pan vault effect to make the room feel bigger
- Create a proper bedroom downstairs
 - Add egress window to downstairs bedroom in compliance with code
 - Add closet to downstairs bedroom
- Make both bathrooms more functional
 - Move main floor bathroom wall 3 feet into the living room
 - Replace existing 2 foot vanity with a 4 foot vanity
- Create a multi-functional space downstairs to accommodate a variety of activities, with separate family room, game area, and home office/study area
 - Create home office/study area
 - Create space in family room for AV components

Other general improvements and updates would include:

- Sheetrock ceiling in basement
- Paint and spray all ceilings knockdown style
- Repaint all walls with up-to-date colors
- Re-carpet all bedrooms and family room
- Sand and re-coat wood floors in living room, laundry room, and hallway
- Install Pergo type floors in kitchen, pantry, and dinette
- Install ceramic tile in both bathrooms and entryway
- Replace all lights, add ceiling fan in master bedroom
- Enamel all woodwork except cabinetry



MAIN FLOOR



FIRST FLOOR PLAN (AS BUILT)

SFT. (HOUSE) SFT. (GARAGE)

1/4" = 1'-0"

X
OF X

FAMILY ROOM

FLEX ROOM

MECHANICAL
ROOM

GAME AREA

BEDROOM #3

LOWER LEVEL

LINEN
CLOSET

12" VAN & MIRROR

2'-6"
C.O.